

**PROGRAM SERVICES
OFFICE OF STATEWIDE CLINICAL SERVICES
SAFETY NET**

DUTY STATEMENT

EMPLOYEE: VACANT

JOB TITLE: Health Program Specialist II

POSITION #: 472-564-8336-001

POSITION DESCRIPTION: The Health Program Specialist II (HPS II) is responsible for providing high-level research and statistical work necessary to accomplish the objectives and tasks of the Safety Net Continuum to inform program and policy decisions. The HPS II will utilize a variety of data sources from a variety of program areas to compile information, update resources and reports to inform regional centers (RC), community stakeholders, leadership, the Department of Finance, the Legislative Analyst's Office, and legislative staff. The HPS II is responsible for the creation and implementation of a data tracking, analysis and monitoring framework in coordination with DDS management. Independently research, write, and make recommendations on the complex reports, policies, procedures, methodologies, standards, and training materials. The HPS II will support and improve upon current processes and be the liaison to other data and information sources and systems across the Department of Developmental Services (DDS).

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to and under the direction of the Safety Net Manager.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Designs research methodology and techniques that require the use of innovative, original and/or creative development of complex data sources. Utilizes various data sources for tracking and analyses of the Safety Net continuum. Collects and analyzes Safety Net data, including effectiveness, trends, individual outcomes analysis and comparative analysis. Collects and analyzes specified consumer reporting data to identify trends of youth at risk of or residing out of state and those individuals who have acute psychiatric hospital and emergency department overstay. Tracks and analyzes Intensive Transition Services (ITS) outcome measures with Special Incidents. Maps existing data systems within the Safety Net Continuum. Maintains data and produces reports, including but not limited to summaries, recommendations, and supporting charts, tables and other statistical analyses. Responds to technical inquiries regarding the work produced. Maintains an understanding of DDS programs, the California RC system, and Safety Net data. Provides technical assistance and understandable interpretation of statistics, charts, and figures. Makes suggestions for improvements to existing procedures, reporting, and data sources. Provides ongoing updates of data, analyses, and trends to leadership regarding Safety Net services and supports.

Reporting analyses in relation to access to safety net services, including placement stability and effectiveness of services. Supports AB 2083 system analysis and ongoing System of Care reporting requirements, data collection, consultation, and establishment/sustainment of interdepartmental data linkages. Maintains high level skills in advanced Microsoft tools (like Excel, PowerPoint), and analytical and visualization software such as SAS, Microsoft Power BI, and/or other software tools.

- 25% Collects and analyzes statewide specialized resource services reported vacancies, referrals and inquires and tracks successful placement outcomes. Performs IMD monthly data reconciliation and comparison analysis to community development and identification of trends in Community Placement Plan (CPP)/Community Resource Development Plan (CRDP) proposal requests. Serve as a subject matter expert to collaborate with Information Technology (IT) and Research teams. Work with IT and Research teams to incorporate and integrate Safety Net data into the DDS data warehouse and the CalHHS Data Exchange Framework. Represents Safety Net on DDS data related workgroups. Liaison with IT to ensure resolution and appropriate communication of system functioning and integration challenges. See issues through to completion. Provide IT with quarterly reports including analysis on trends and opportunities for improvement at the different locations. Coordinate with IT to create plans for integration of data where indicated.
- 25% Prepares various understandable written technical research reports, data dashboards, presentations, and research proposals to provide information about Safety Net program outcomes and analysis. Creates clear data graphics, tables, and instructive narrative summaries. Prepares data and statistical results to use in ad hoc and regular reports, internal and external presentations, and for posting on the DDS website. Trains and assists DDS and RC staff in data collection and reporting to ensure reliable, valid, comprehensive data utilizing various resources. Maintains and develops data dictionaries and crosswalks between multiple systems.
- 15% Coordinates the collection management of qualitative and quantitative data for use in research. Creates and produces special data sub-files from existing database files to disseminate and export information and descriptive data. Creates metrics using multiple sources of data and compares research findings to national benchmarks. Collaborates with other departments in order to link cross-system data to inform capacity gaps within the safety net continuum. Consults with other DDS staff to establish consistent reporting, understanding, and verification of data.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment and/or telework. Participation in telework is subject to DDS guidelines. This position requires the incumbent to maintain consistent and regular attendance; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to DDS policies and procedures. This position is eligible to participate in DDS' hybrid telework schedule. Participation in telework is subject to DDS' guidelines.

DESIRABLE QUALIFICATIONS:

Knowledge of: Research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods.

Ability to: Communicate effectively to individuals and groups related to the area of research (verbally and in writing) while working with the public, stakeholders, management, staff, and control agencies; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; establish and maintain cooperative and harmonious relationships with others; work effectively with professional, technical, and support personnel; analyze situations accurately and take effective action; speak and write effectively; reason logically and creatively; analyze data and present ideas and information clearly; draft, review and edit written reports; and establish and maintain project priorities.

CERTIFICATION OR LICENSE: None.